

**NTV DAMAGED or NOT DAMAGED BUT A
THIRD PARTY VEHICLE INVOLVED OR
DAMAGE DISCOVERED WHILE
PERFORMING DAILY PMCS**

1. NOTIFY YOUR UNIT TRANSPORTATION CORDINATOR
2. FILL OUT SF91 THAT YOU WILL FIND INSIDE THE LOGBOOK
3. CALL PMO 634-7626 AND ASK A PATROL COME OVER TO FILL OUT SF91 SECTION VII (POLICE INFORMATION) COPY OF IT WILL BE KEPT BY THEM
4. NOTIFY TO TMP PROVIDING THE FOLLOWING DOCUMENTATION:
 - COPY OF DRIVER LICENSE (OF346)
 - COPY OF THE DISPATCH
 - SF91 COMPLETE WITH A SIGNATURE OF DRIVER'S SUPERVISOR (SECTION X)
 - DRIVER SWORN STATEMENT
 - VEHICLE AT TMP TO TAKE PHOTO OF DAMAGE
 - VEHICLE TO IFMS BODY SHOP FOR AN ESTIMATE (SHOP LOCATION WILL BE PROVIDED BY TMP OFFICE)
 - POC FOR SUBMITTING THE FLIPL PACKAGE
5. TMP WILL NOTIFY THE UNIT TRANSPORTATION COORDINATOR WHEN THE VEHICLE CAN BE BROUGHT TO IFMS DEALER FOR REPAIRS

NOTE: IF THE DAMAGE REPORTED WILL NOT MAKE THE VEHICLE SAFE, THE VEHICLE WILL NOT BE RE-DISPACHED AND WILL BE BROUGHT THE IFMS VENDOR FOR REPAIRS